



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, MARCH 17, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes dated December 10, 2007 (previously distributed)
5. Public Participation
6. Recognize Recent Retirees (mailed)
7. Vacancy Reconfirmations (as recommended by Ad Hoc Committee on 3-5-08) (mailed)
8. Vacancy Reconfirmation and Waiver of 20 Week Hiring Delay for Division Director – Health Promotion/Disease Control at Health Department (as recommended by Ad Hoc Committee on 3-5-08) (mailed)
9. Recommendation to Not Reconfirm One Vacant Typist Clerk III Position in Equalization Department (as recommended by Ad Hoc Committee on 3-5-08) (mailed)
10. Reclassification of Certain Positions in Human Resources Department (mailed)
11. Title Change Only for One Vacant Specialist II (Occupational Therapist) Position to Case Manager II in Community Mental Health Department (mailed)
12. Reclassification of One Vacant Counseling Therapist Position to Probation Officer in Circuit Court – Juvenile Division (mailed)
13. Executive Session to Discuss Labor Negotiations
14. New Business
15. Public Participation
16. Adjournment

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HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee and Committee Members

FROM: Eric Herppich, Acting Director
Human Resources

DATE: March 6, 2008

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the March 17, 2008 Personnel Committee Meeting.

Name: Mildred Thaxton
Department: Community Mental Health
Retirement Date: March 7, 2008
Years of Service: 14 years 2.7 months
County Commissioner: Kathy Vosburg

Name: Judith Biebuyck
Department: Friend of the Court
Retirement Date: April 4, 2008
Years of Service: 21 years 6 months
County Commissioner: Brian Brdak

Name: Rose Marie Bjorklund
Department: Community Mental Health
Retirement Date: April 18, 2008
Years of Service: 14 years
County Commissioner: Peter Lund

Name: Pati Krauter
Department: Treasurer
Retirement Date: April 18, 2008
Years of Service: 20 years 5.7 months
County Commissioner: Brian Brdak

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Approve the reconfirmation of the following vacancies pursuant to the
_____ Motion passed by the Ad Hoc Committee on March 5, 2008

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair
_____ Personnel Committee

CLASSIFICATION

DEPARTMENT

One Computer Maintenance Clerk (Christine Tringali)

Health

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 01-11-08

Exit Interview Completed: Yes*

One Environmentalist II/III (Steve Aguinaga)

Health

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 12-28-07

Exit Interview Completed: Yes

One Environmentalist II/III (Bobby Anastasov)

Health

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 02-01-08

Exit Interview Completed: Yes

One Business Systems Analyst (Jacqueline Bucca)

Information Technology

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 12-14-07

Exit Interview Completed: Yes

COMMITTEE/MEETING DATE

Personnel 03-17-08

CLASSIFICATION

One Business Systems Analyst (David Zacharzewski)

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 12-28-07

Exit Interview Completed: Yes

DEPARTMENT

Information Technology

The following vacant positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

CLASSIFICATION

DEPARTMENT

One L.P.N. (Cynthia Taylor)

Martha T. Berry

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 02-18-08

Exit Interview Completed: Pending

One Team Leader (Michael Youngs)

Martha T. Berry

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 02-19-08

Exit Interview Completed: Yes*

*Did not authorize the release of the exit interview information.



HEALTH DEPARTMENT
Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth

RECEIVED
FEB - 6 2008
HUMAN RESOURCE

Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

February 1, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES

FROM: THOMAS J. KALKOFEN, M.P.H.
DIRECTOR/HEALTH OFFICER TK/so

SUBJECT: RECONFIRMATION OF VACANCIES

The following is in response to your request for further justification of position reconfirmations.

- A. Leilani Radloff, Community Health Technician
The CHT position is in the Women, Infants & Children Supplemental Food Program (WIC). It is 100% Federal funded. No county money is required to support this position. The person in this position is responsible for qualifying clients for the program. Failure to enroll a sufficient number of clients will result in financial penalties to the county.
- B. Michael Peltier, Medical Examiner Investigator
Macomb County has a statutory responsibility to investigate certain deaths. The Medical Examiner Investigator goes to death scenes, documents case files and testifies in court if necessary. The county is required to provide 24-hour coverage to investigate reported deaths. At full staff we are able to cover 24/7 shifts. With the current vacancy, we are paying 12 hours overtime per day of his assigned shift. Promptly filling this position will not only satisfy statutory requirements, but will save a substantial amount of overtime pay.
- C. Christine Tringali, Computer Maintenance Clerk
The Health Department recommends the 20 week waiting period for this position. We will reassign work responsibilities to help realize budget savings.

If there are any questions, you may contact my office at 9-5512.

mc

cc: S. Gold
M. Green

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**Macomb County
Position Analysis Questionnaire**

Classification Title: Computer Maintenance

Department: Health

Division/Program Assignment: Family Health Services/Immunization

Describe how this position is funded: Immunization Program 221-60114

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

In addition to her routine tasks of Immunization client registration, data processing Ms. Tringali functions as the Southeast Health Centers Biologics Clerk. The Biologics Clerk's responsibilities are to provide vaccine management (16,500 doses) for 14 private physicians Vaccine for Childrens program (VFC), and the center. Her position requires familiarity with Crystal Report, Excel, Word, MCIR, and Mitchell McCormack Software Pharmacy modules. These activities are anticipated to increase with the upcoming CDC/Michigan New Centralized Vaccine Distribution program.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Family Health Services Division improves, promotes, and protects the public's health concerns across the age continuum through services oriented toward prevention, early detection, evaluation and referral, in collaboration with other public and private agencies. The Immunization Clinic Program provides vaccines to children and adults and provides distribution and quality assurance for vaccines provided to VFC doctors.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Public Health Services Coordinator	1
Same Classification Within Department or Program	One at Southeast Health Center	1
Other Classifications Reporting to this Immediate Supervisor	Typist/Clerk IV - 1, Typist/Clerk III - 2, Account/Clerk I/II - 3, Public Health Nurse I - 3, Public Health Nurse II - 2, Public Health Nurse III - 3	14
Classifications Directly Supervised by this Classification (if applicable)	N/A	--

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Ms. Tringali works along with support staff and provides direction regarding the Biologics Program Protocols. Situations may require her reporting discrepancies to Office Supervisor who will decide on action to be taken.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

When a VFC order is requested the Biologics Clerk has to reconcile the request with the last order. New requirements will require even greater detail reviewing incoming orders. Discrepancies require referring items to other office and or departmental personnel for follow up and or corrective action.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Client Registration and MCIR Activities	25%	Daily	A number of activities are mandated for the immunization program
2	Biologic M&M Pharmacy Module Maintenance	10%	Daily	"
3	Crystal Report Design and Maintenance	10%	Daily	"
4	Accounting and Money Report Duties	25%	Daily	"
5	VFC Temperature and Document Assessment	10%	Daily	"
6	Biologic Preparation for VFC Providers	10%	Daily	"
7	Immunization Refrigerator, Maintenance, and Ordering	10%	Daily	"
8	Biologic Report and Refrigerator Count	2 Days	Monthly Report	"

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Provides instruction to VFC providers on the "How To's" to run reports, inventory control, temperature log protocols, and ordering process to maintain their needed vaccine supply.

Informs supervisor of any vaccine pharmacy issues in office regarding inventory.

Maintains Southeast Health Center's vaccine inventory, prepares reports for department and State.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Inventory Control maintenance	Decreased accountability for purchased doses and doses provided by the State.
Lack of Quality Assurance	Decreased Standards not within our values or State VFC requirements
Reduction of Revenue	Impact on vaccine purchase and clinic operations

Key Customers:

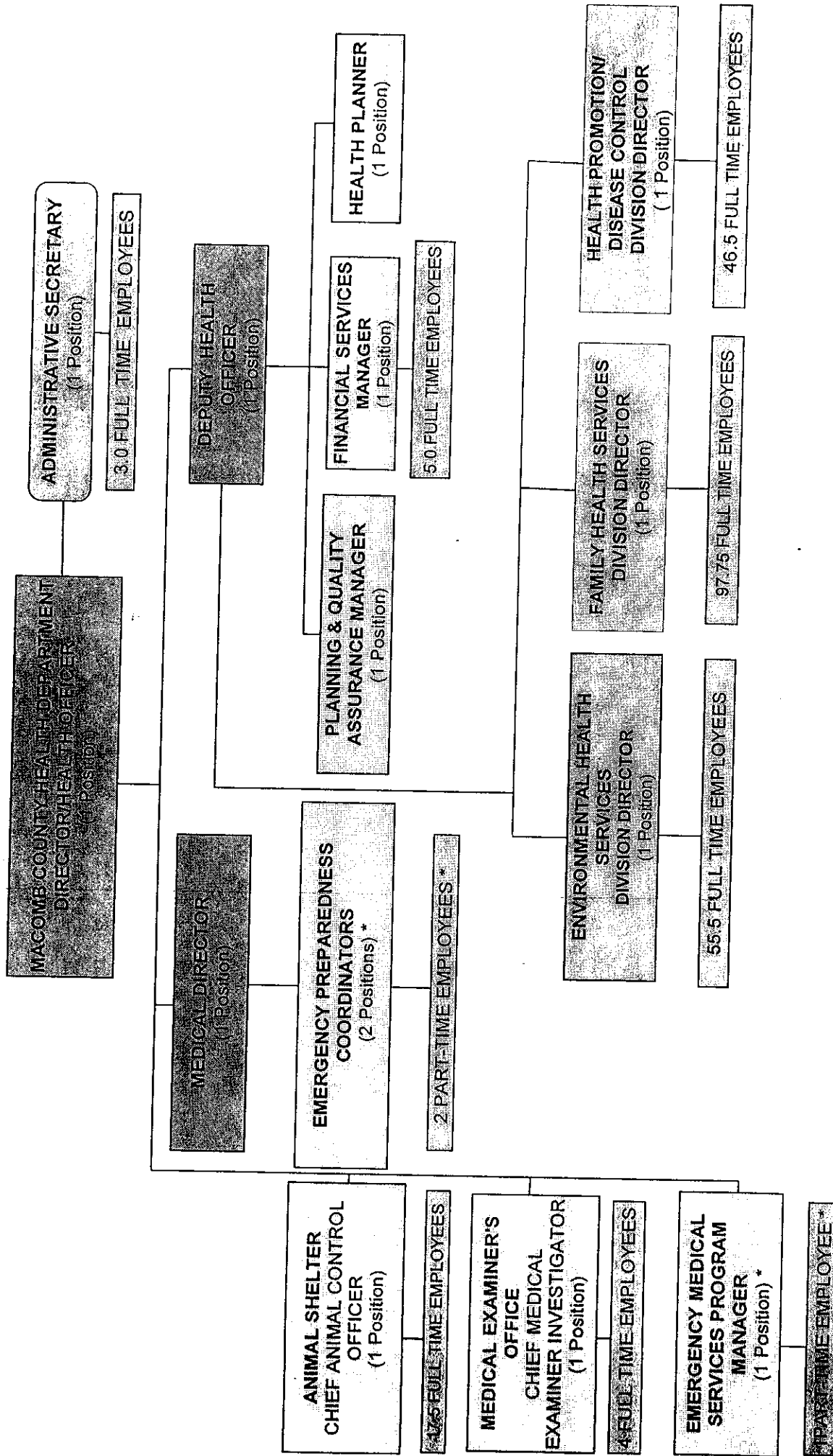
Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

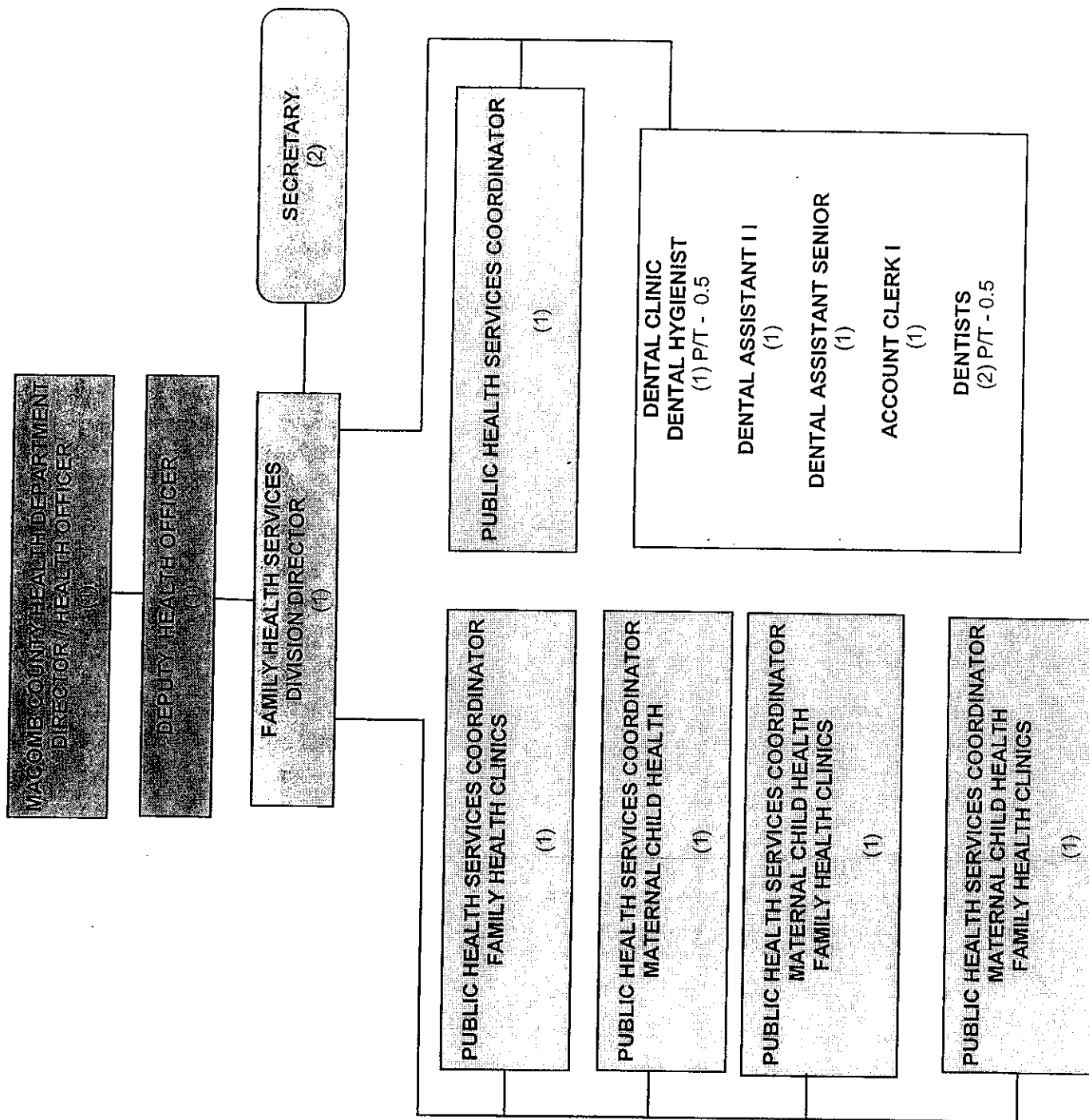
Position/Department	Nature of Contact	Frequency
Account Manager/Administration	Billing issues	as needed
Physicians Offices	Vaccine orders, program questions, data discrepancies, VFC providers	Daily
Office Supervisor/FHS Director	Clinic, VFC Reports, contract compliance issues	Monthly and as needed

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

This position is a vital part of the Departments collaboration with the State Health Department in providing vaccine to our community. It has impact on the health of individuals, revenue for the departments Immunization Program, and relationships with the State Health Department and Medicaid providers in the Community.





FAMILY HEALTH SERVICES
DIVISION DIRECTOR
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH/
FAMILY HEALTH CLINICS
(1)

SOUTHEAST OFFICE FIELD NURSING
PUBLIC HEALTH NURSE I I I
(2)
PUBLIC HEALTH NURSE I I
(3)

CHILDREN'S SPECIAL HEALTH CARE SERVICES
PHN III
(1)
TYPIST CLERK I I I
(2)

SOUTHEAST OFFICE IMMUNIZATION CLINIC
PUBLIC HEALTH NURSE I I I
(1)
PUBLIC HEALTH NURSE I
(3)

IMMUNIZATION IAP
IAP PROGRAM ASSESSOR
(1) *

* CONTRACTOR

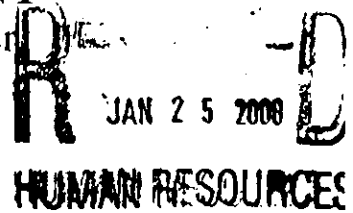
TYPIST CLERK IV
(1)
COMPUTER MAINTENANCE CLERK
(1)
ACCOUNT CLERK I/I I
(3)



HEALTH DEPARTMENT

Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth



Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

January 23, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER

SUBJECT: JUSTIFICATION FOR FILLING
ENVIRONMENTALIST II/III

The Macomb County Health Department requests approval to fill the above captioned position. This vacancy is created by the resignation of Mr. Steve Aguinaga on December 28, 2007.

The employee in this classification, under the supervision of an assigned supervisor, conducts routine and specialized environmental health inspections, surveillance, sample collections and field tests; issues permits, licenses and certifications; completes and maintains records, reports and notices. It is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: G. White
M. Green

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MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Steven Aguinaga SOCIAL SECURITY # E006687

ADDRESS 1419 Braidwood Memphis, MI 48041

DEPARTMENT Heath

CLASSIFICATION Environmental Specialist III

TERMINATION DATE December 28, 2007

DATE OF HIRE August 15, 1988

REASON FOR LEAVING: () LAY OFF () RETIREMENT

() DISCHARGE () NORMAL

(X) RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

I have accepted a new position in another Environmental
Health Department. (Director Position), Along with the
possibility of the retirement system changing, I would
like to keep my current Retirement Plan as of Dec. 2007.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?

() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Steven Aguinaga DATE 11-30-07

INTERVIEWER'S SIGNATURE John Ferlin DATE 11-30-07

**Macomb County
Position Analysis Questionnaire**

Classification Title: Environmentalist II

Department: Health

Division/Program Assignment: Environmental Health

Describe how this position is funded: State and County Funds

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Employees in this classification, under the supervision of an assigned supervisor, conducts specialized environmental health inspections, surveillance, sample collections, and field testing; issues permits, licenses, and certifications; completes and maintains official departmental records, reports and notices; provides technical, consultative, and educational services to individuals, agencies and the public; performs related duties as assigned.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The mission of the Environmental Health Division is to "Improve the quality of life for those who live, work or play in Macomb County by:

- the administration and enforcement of environmental public health laws
- the promotion of sound environmental health practices
- while maintaining an openness to emerging environmental health issues."

This is accomplished by providing inspection, surveillance, investigation, consultation, field sampling, and compliance enforcement activities in any or all of the following program areas: food service sanitation, water supply, sewage disposal, water quality, vector control, public swimming pools, shelter management, and hazardous substance control.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Environmental Health Supervisor	1
Same Classification Within Department or Program	Environmentalist II	2
Other Classifications Reporting to this Immediate Supervisor	Environmentalist III Environmentalist IV	3 2
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

A typical problem that staff working within this classification will encounter includes evaluating an existing residence that is in need of a new septic system. Problems hindering the site include poor soil permeability, a high water table, and lack of space. The staff needs to design a system to overcome these limitations and create a system that will function for an adequate amount of time while maintaining the integrity of the law.

An example of a complex problem is investigating a sudden decrease in well water quality within a neighborhood. The investigation would involve troubleshooting the problem to determine what appropriate water samples should be taken to further analyze the situation and evaluating the well construction and geology of the area in an effort to pinpoint the problem and offer solutions.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Evaluate sites, issue permits, conduct compliance inspections, and collect samples of septic system and water wells	65	Daily	Yes
2	Illicit Discharge Elimination Program and Dye Testing	10	Daily	In Kind Match with CMI Grant
3	Septage Waste Pumping and Hauling Vehicle Inspection	5	Seasonal Weekly	No
4	Campground Inspections	5	Seasonal Weekly	No
5	Household Hazardous Waste Collection	5	Monthly	No
6	Health and Safety Inspections of Child Care and Adult Foster Care Facilities	5	Monthly	No
7	School Kitchen Inspections	5	Seasonal Weekly	No
8				

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

An employee in this position works independently each day in the field conducting regulatory activities. Typical decisions include: Organizing their schedule based on work assignments and inspection requests, evaluating sites for suitability for septic and water well systems, issuing permits for the installation of septic systems and water wells, and conducting inspections and sample collection of the installations in accordance with the permit requirements. The employee also conducts evaluations of septic systems and wells as a condition for property transfer, inspects septage waste pumping and hauling vehicles, and issues compliance orders for violations.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Decrease in inspection timeliness and frequency of septic systems and water wells.	Less oversight of installations resulting in more regulation violations and sewage discharges, an increased turn-around time in providing services to the public, and loss of cost share money.
Reduce the ability to respond to complaints, and concerns regarding sewage disposal and water supplies.	Not meet the public expectations, not meet regulatory requirements, loss of cost share money, and increased pollution discharges.
Reduce ability to respond to emergency situations in a timely manner.	Less oversight on all environmental and public health issues.
Reduce or eliminate technical and educational services to the public.	Not meet public expectations.

Key Customers:

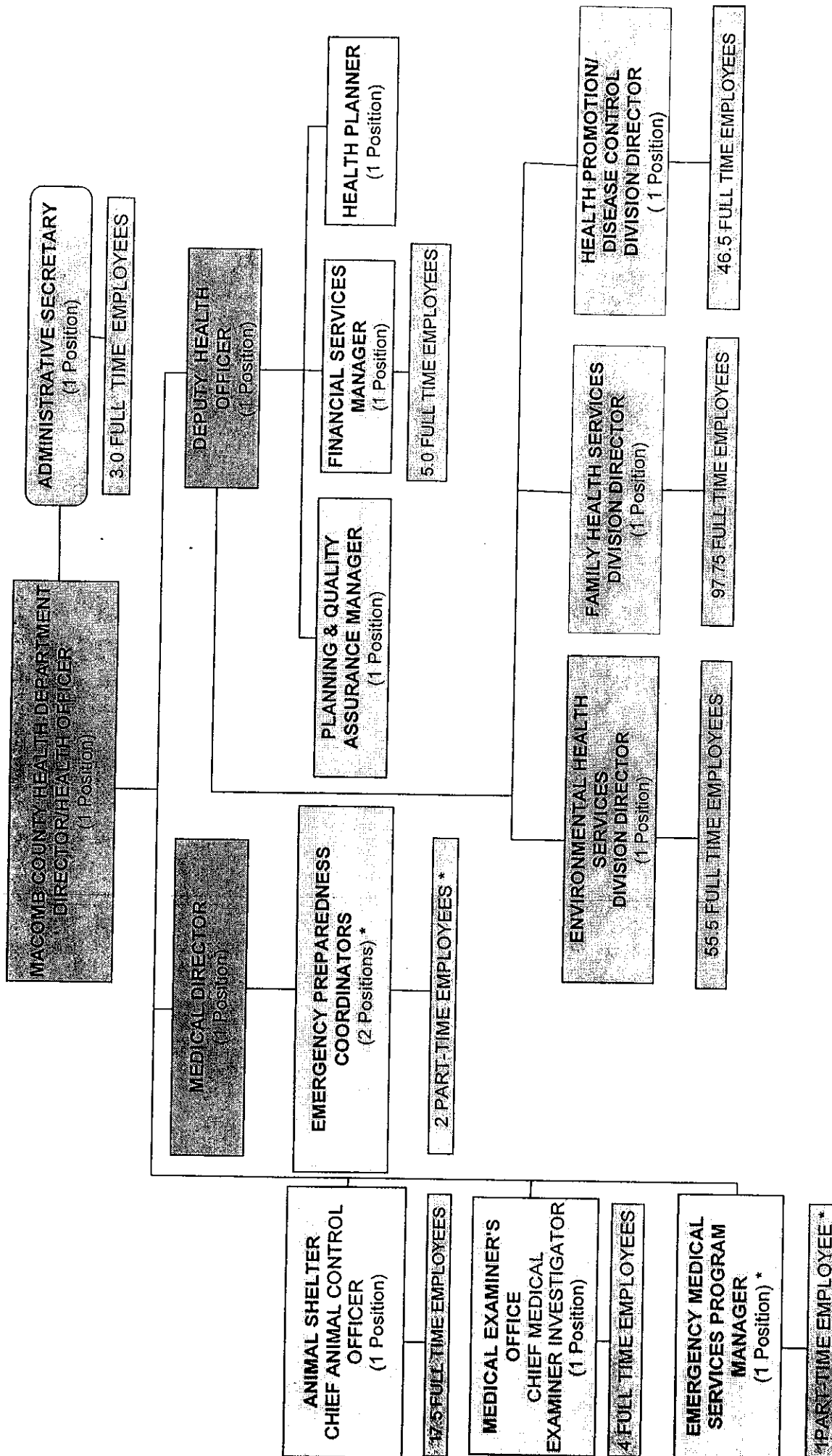
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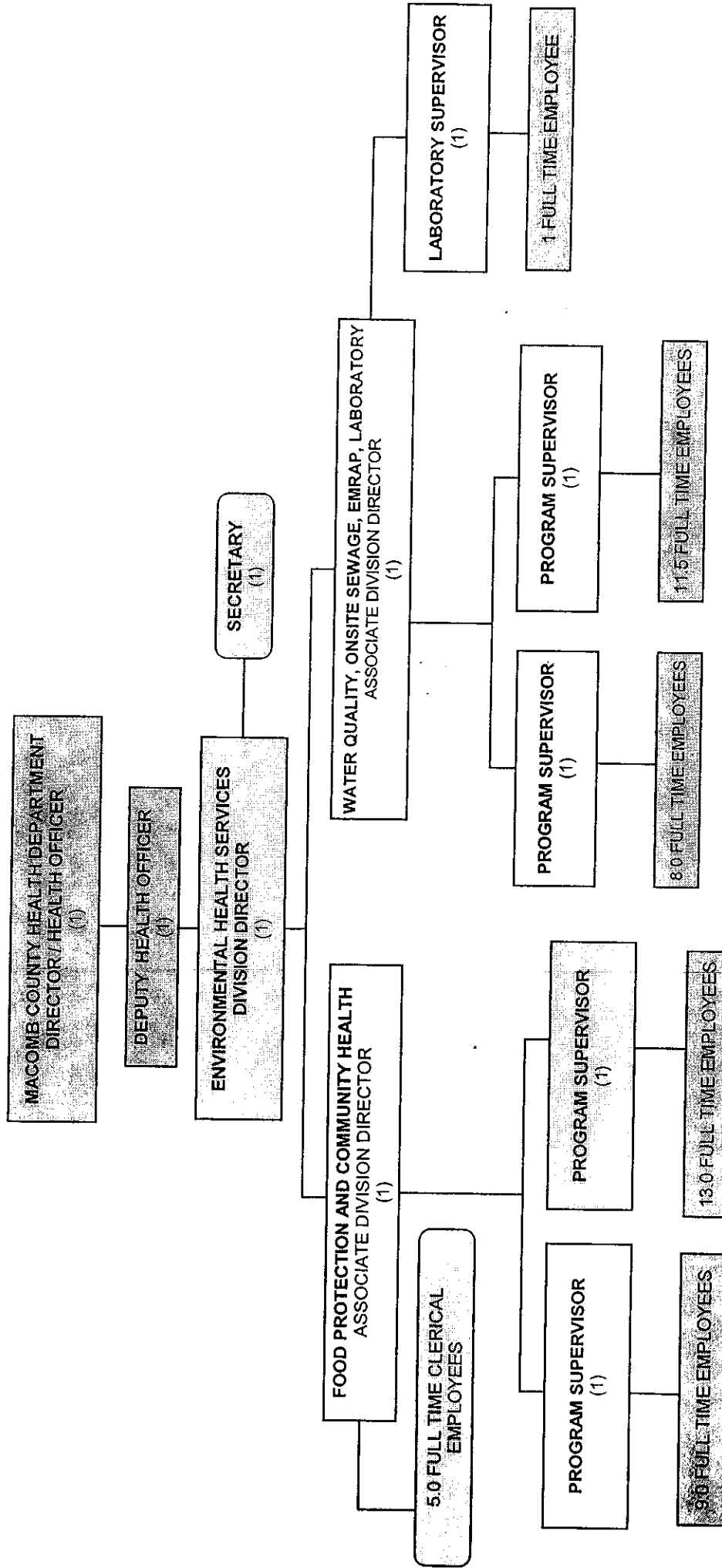
Position/Department	Nature of Contact	Frequency
Business Owners and Homeowners	Regulatory and Educational	Daily
Contractors, Real Estate Professionals, and Builders	Regulatory and Educational	Daily
Macomb County Residents	Public Health Issues	Daily

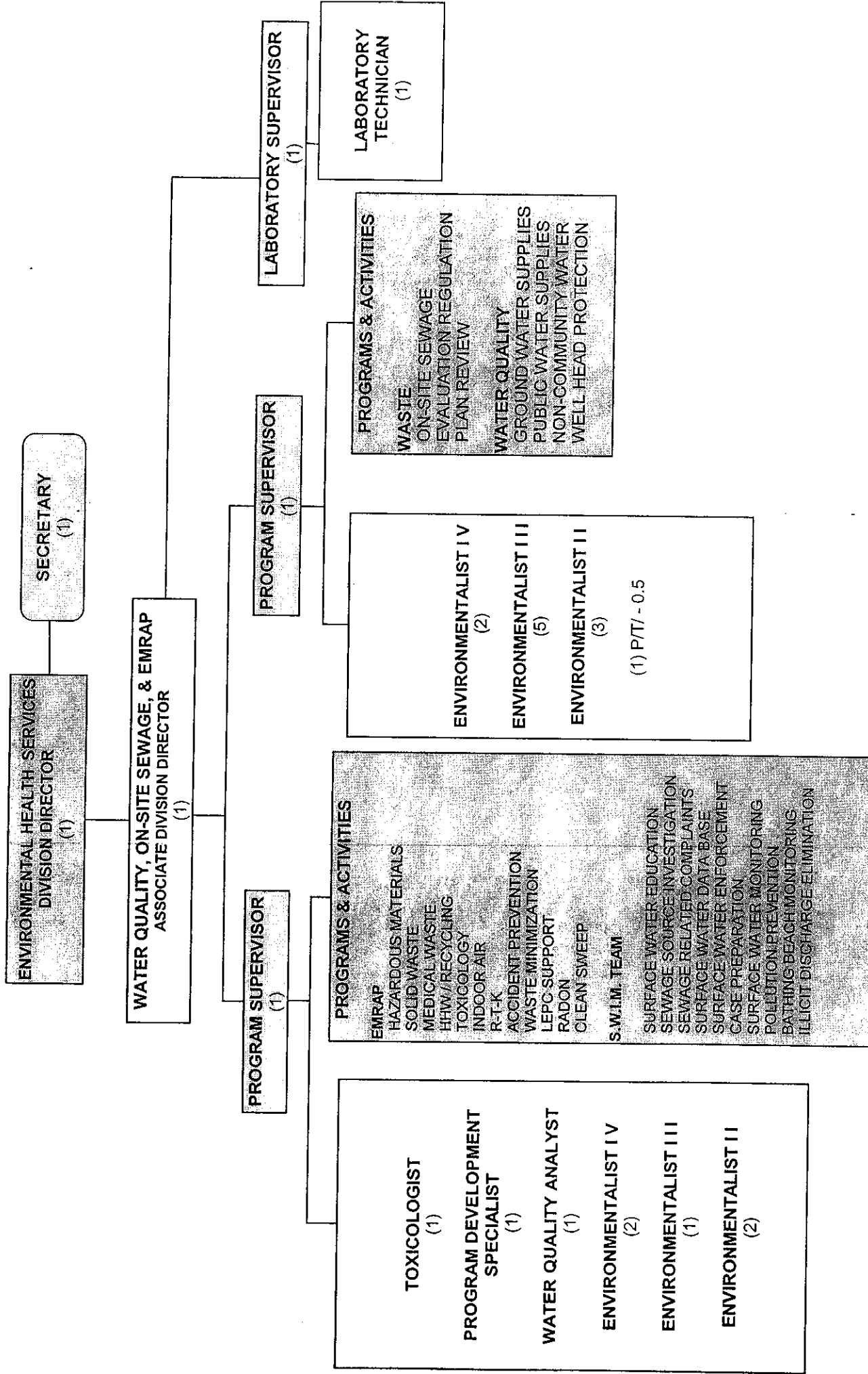
Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The individual in this position performs and makes decisions regarding regulatory, educational and consulting services to the general public within Macomb County with a focus on environmental laws; especially those related to sewage disposal and water supply. In addition, this position provides oversight of regulations governing temporary campgrounds, septage waste vehicles, household hazardous waste collection activities, and illicit discharge investigations. Employees within this classification need to make decisions based upon regulatory requirements and what best serves public health in Macomb County.



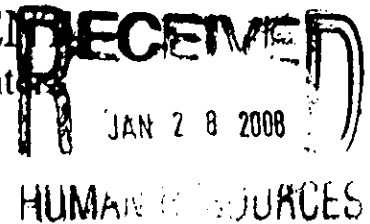






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Medical Director

January 23, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER 

SUBJECT: JUSTIFICATION FOR FILLING
ENVIRONMENTALIST II

The Macomb County Health Department requests approval to fill the above captioned position. This vacancy is created by the resignation of Mr. Bobby Anastasov on February 1, 2008.

The employee in this classification, under the supervision of an assigned supervisor, conducts routine and specialized environmental health inspections, surveillance, sample collections and field tests; issues permits, licenses and certifications; completes and maintains records, reports and notices. It is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

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cc: G. White
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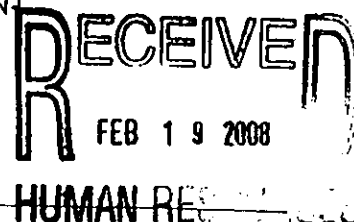
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MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Bobby Anastasov SOCIAL SECURITY # xxx-xx-5530ADDRESS 30522 Caroline Emily Chesterfield, MI 48051DEPARTMENT HealthCLASSIFICATION Environmentalist I/IITERMINATION DATE January 30, 2008DATE OF HIRE August 12, 2002

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
(☒) RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

Relocated to Colorado for better
opportunity for my family.

FEB 19 2008

HR - RETIREMENT

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (☒) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (☒) NO

I (☒) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE [Signature] DATE 2-13-08

INTERVIEWER'S SIGNATURE _____ DATE _____

**Macomb County
Position Analysis Questionnaire**

Classification Title: Environmentalist II

Department: Health

Division/Program Assignment: Environmental Health

Describe how this position is funded: State and County Funds

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Employees in this classification, under the supervision of an assigned supervisor, conducts specialized environmental health inspections, surveillance, sample collections, and field testing; issues permits, licenses and certifications; completes and maintains official departmental records, reports and notices; provides technical, consultative and educational services to individuals, agencies and the public; performs related duties as assigned.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The mission of the Environmental Health Division is to "Improve the quality of life for those who live, work or play in Macomb County by:

- the administration and enforcement of environmental public health laws
- the promotion of sound environmental health practices
- while maintaining an openness to emerging environmental health issues."

This is accomplished by providing inspection, surveillance, investigation, consultation, field sampling, and compliance enforcement activities in any or all of the following program areas: food service sanitation, water supply, sewage disposal, water quality, vector control, public swimming pools, shelter management, and hazardous substance control.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Environmental Health Supervisor	2
Same Classification Within Department or Program	Environmentalist II	3
Other Classifications Reporting to this Immediate Supervisor	Environmentalist III Environmentalist IV	12 3
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

A typical problem that staff working within this classification may encounter will include a foodborne illness outbreak. Investigation procedures include conducting interviews of all individuals to gather meal histories; illness symptoms, onset time, and illness duration to determine the source and suspect organisms; conducting a site investigation at the food service facility; and collecting food and specimen samples when available.

An example of a complex problem is an emergency response investigation of a fire at a food service facility. A site investigation is conducted to determine what actions the owner/operator must take including: clean-up instructions, equipment evaluation, disposition of exposed food and utensils, and re-opening instructions.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Conduct routine inspections of food service establishments once every six months, conduct follow-up inspections as needed, investigate foodborne illness complaints, emergency response, license and inspect temporary food establishments, process food service license applications and make licensing recommendations to MDA, maintain official departmental records and files for each food service establishment.	85	daily	Yes
2	Conduct routine and seasonal inspections of public swimming pools, conduct follow-up inspections as needed, monitor pool water quality, investigate pool safety complaints, maintain official departmental records and files for each public swimming pool.	10	weekly	Yes
3	Conduct health and safety inspections of child care/adult foster care facilities, conduct follow-up inspections as needed, investigate consumer complaints of child care centers.	5	monthly	No
4				
5				
6				
7				

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

An employee in this position works independently each day in the field conducting regulatory activities. Typical decisions include: Organize their schedule based on work assignments and inspection requests to ensure all inspections are completed as required by law, conduct evaluation inspections to determine compliance or noncompliance with applicable laws, establish compliance timelines for violation correction, and initiate enforcement action when needed.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Decrease in inspection frequency of food service establishments.	Less oversight on food service sanitation, not meeting Food Code requirements, loss of state cost share money.
Reduce ability to respond to consumer complaints and foodborne illness investigations in a timely manner.	Not meet public expectation, not meeting regulatory requirements, loss of state cost share money.
Reduce ability to respond to emergency situations in a timely manner.	Not meet consumer expectation, not meeting regulatory requirements, loss of state cost share money.
Decrease in inspection frequency and water quality monitoring of public swimming pools.	Less oversight on health and safety issues, loss of state cost share money.
Reduce or eliminate technical and educational services to industry and public.	Not meet public/industry expectation.
Decrease in number of staff performing routine, follow-up, complaint and food-borne illness inspections in the food service program.	Not meet accreditation requirements for the recommended minimum number of full-time employees devoted to performing food service sanitation activities.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

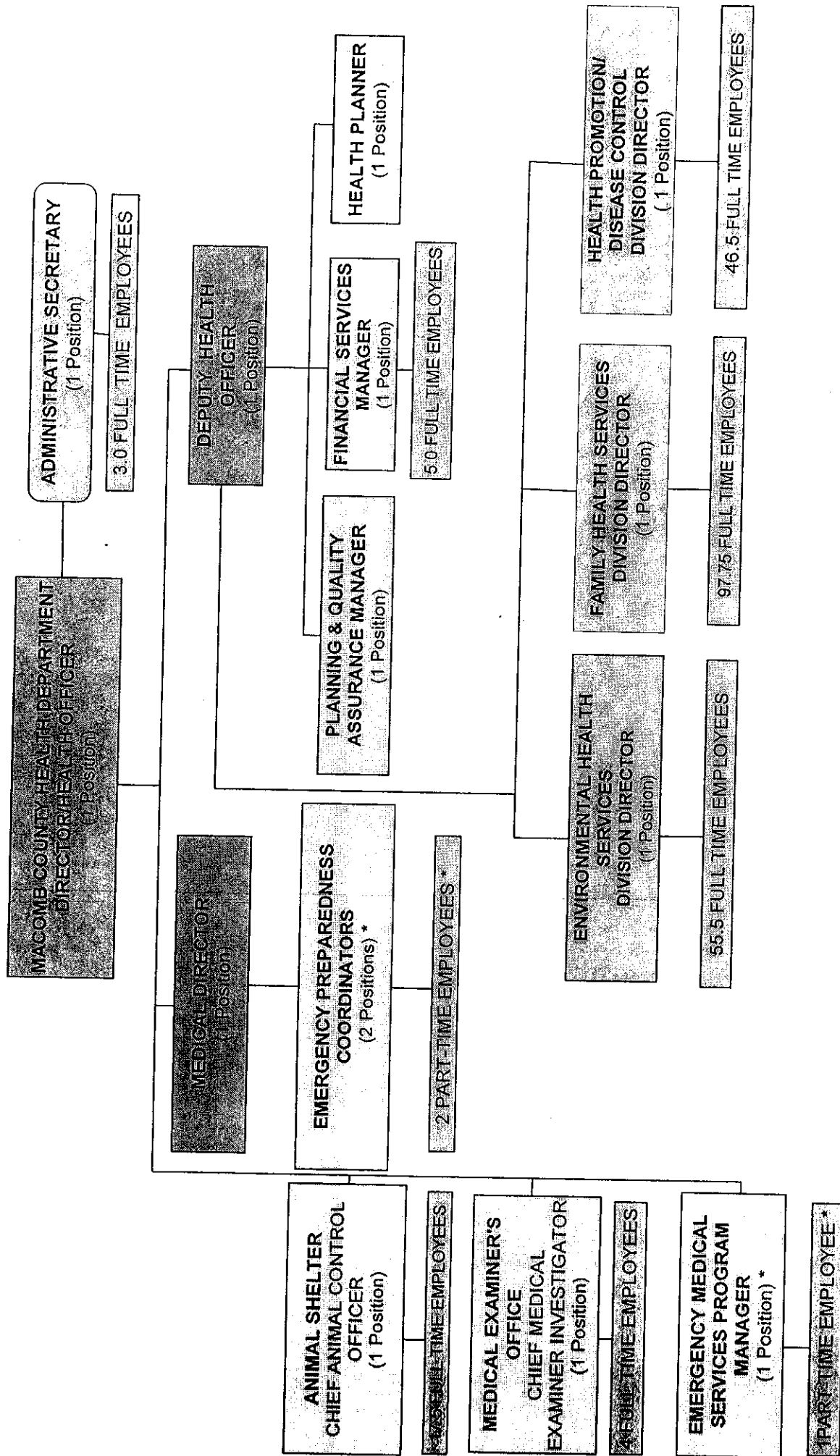
Position/Department	Nature of Contact	Frequency
Food Service Owner/Operator	Regulatory	Daily
Public Swimming Pool Owner/Operator	Regulatory	Weekly
Macomb County Residents	Educational, technical assistance, complaint investigations	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The individual filling this position assists the department in meeting public expectation and statutory requirements to inspect and regulate the approximately 2,400 food service establishments, 380 temporary food establishments and 270 public swimming pools in Macomb County.

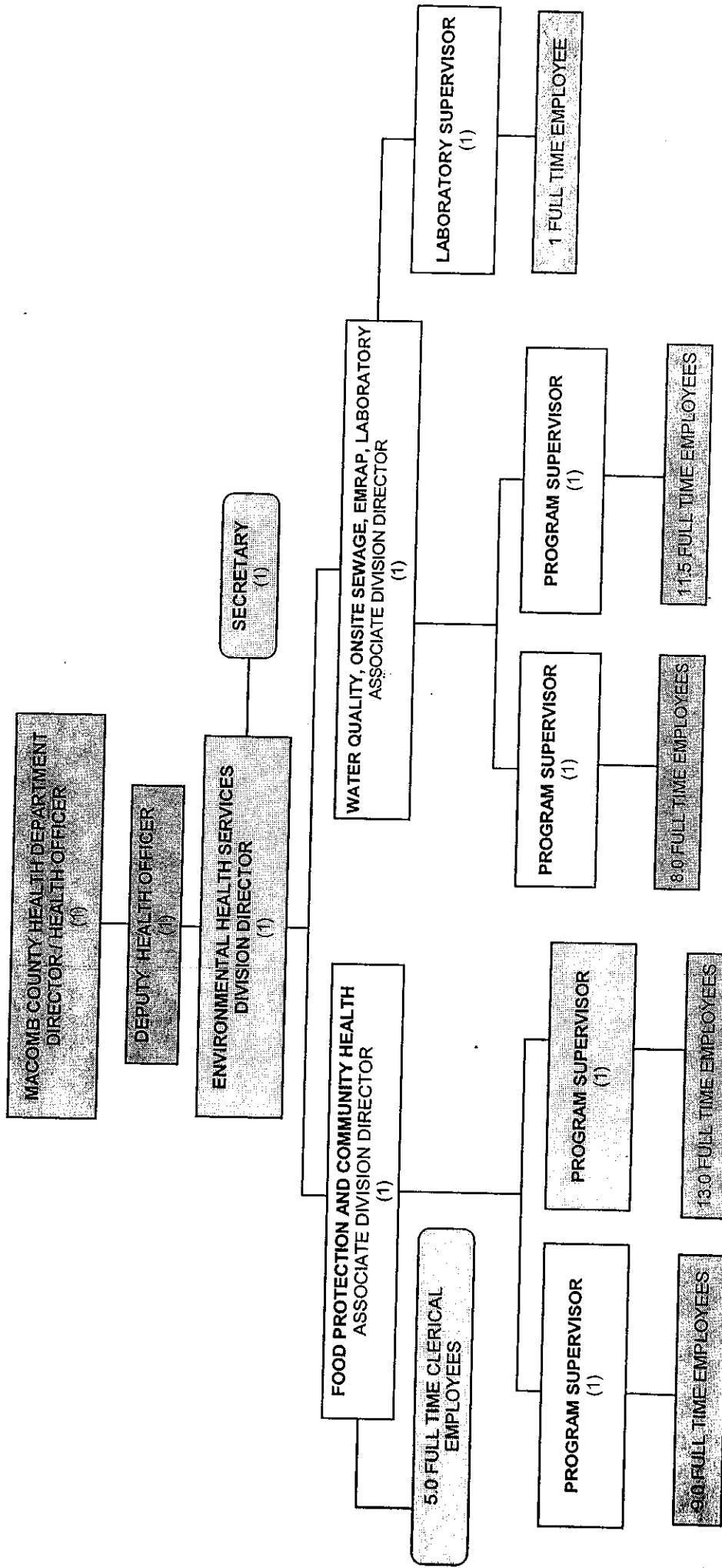
In addition, this position assists the department in providing environmental health services to local municipalities in the areas of insect and rodent control; educational services to various industry groups; environmental health inspections for the Department of Health and Human Services at child care centers; and the prevention and control of environmental health hazards.

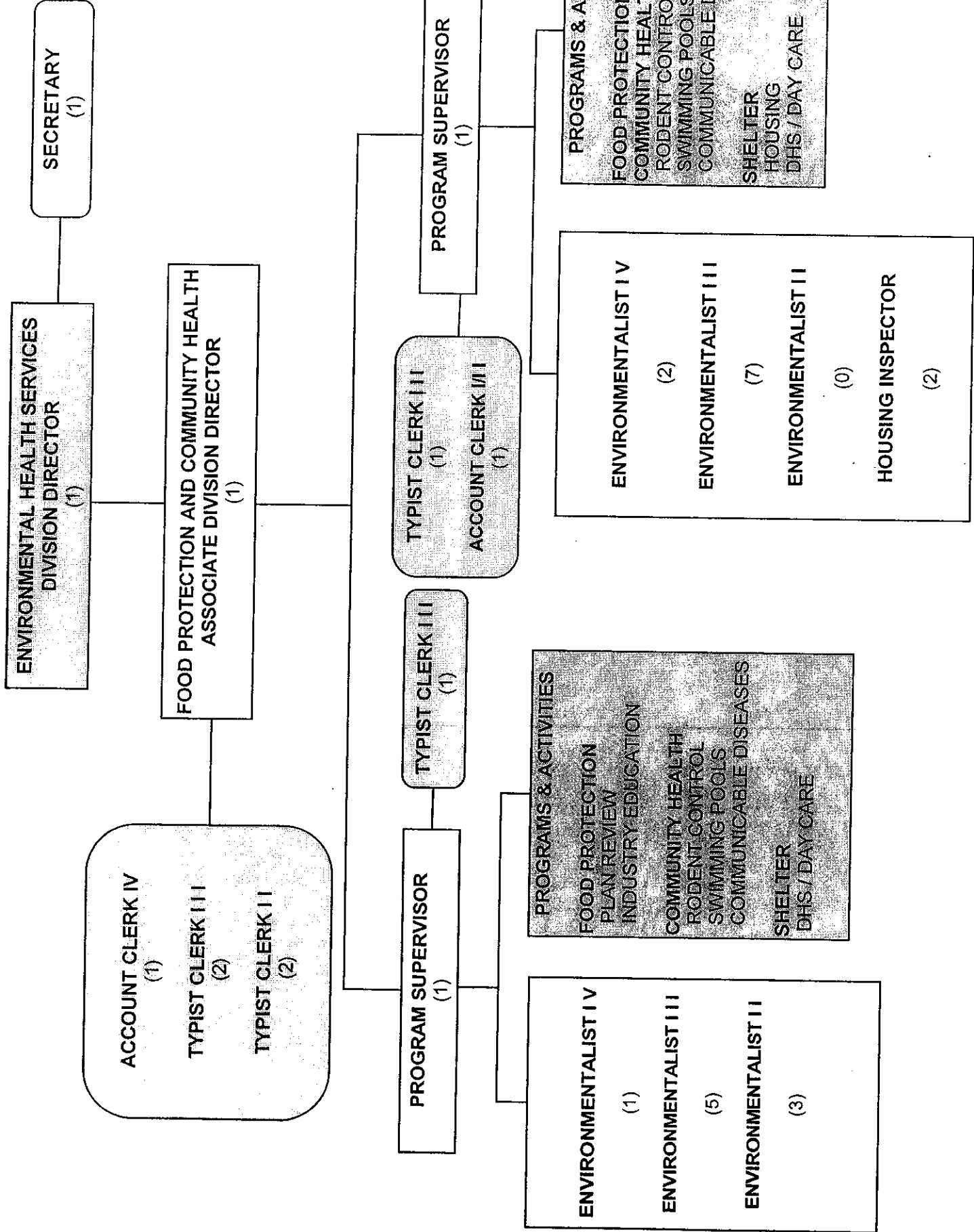


ADMIN 2

*** CONTRACTOR**

03/03/08







INFORMATION TECHNOLOGY

10 N. Main St., 7th Floor
Mount Clemens, Michigan 48043
586-469-0524 FAX 586-469-6547
macombcountymi.gov

RECEIVED
DEC 27 2007
HUMAN RESOURCES

C. N. Zerkowski
Director

December 27, 2007

TO: Eric Herppich, Acting Director
Human Resources

FROM: Cyntia N. Zerkowski, Director
Information Technology

RE: Request for Reconfirmation – Business Systems Analyst

Jacqueline Bucca has submitted her retirement effective December 14, 2007. Jackie's classification was Business Systems Analyst.

This position routinely provides technology services to the County Clerk's Office Vital Records; Campaign Finance; and Cashier systems, and the Martha T. Berry Medical Care Facility KEANE Clinical Information System on a daily system support basis as well as after hours. These services include:

- Resolution of technical application issues
- Implementation of system upgrades
- System maintenance
- Ad-Hoc custom report development
- Writes software quality assurance test plans
- Develops functional, system, and program specifications

It is recommended the reconfirmation for a Business Systems Analyst be approved as the nature of these systems focuses on providing essential services to the public, and is a pivotal daily client contact position.

CC: Karlyn Semlow, Human Resources Coordinator, Labor Relations
William Christie, Human Resources Technician
Tammela Gilbert, Project Manager

CZ/de

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Kathy D. Vosburg - District 25
Linda Osler - District 26

**Macomb County
Position Analysis Questionnaire**

Classification Title: Business Systems/Analyst (BSA)

Department: Information Technology

Division/Program Assignment: Business Area Project Team - Health

Describe how this position is funded: General Fund

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

This is a pivotal position in bridging county department business functions and processes with technology solutions. A BSA has core departments/systems responsibility, and shared responsibility for other departments/systems within the Business Area Project Team.

Core: Clerk/Reg of Deeds, JJC, MTB, Animal Shelter

Team: Core + Public Health, Environmental Health

Organization Information: *(Please attached a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department

The mission and role of IT is to proactively service all County departments with respect to their technology solutions to enhance their business processes. IT analyzes, evaluates, and assesses the computer technology marketplace to advance and implement the most cost-effective and strategic solutions.

The Business Systems Analyst position is central to this role.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Project Manager	See org chart
Same Classification Within Department or Program	Business Systems Analyst	See org chart
Other Classifications Reporting to this Immediate Supervisor	Analyst/Programmer System Technician Client Support Technician	See org chart
Classifications Directly Supervised by this Classification (if applicable)	n/a	See org chart

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The Business Systems Analyst may supervise teams consisting of any or all of the following:
Analyst/Programmer, Programmer/Analyst, System Technician, Client Support Technician

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

A typical scenario is to work with a department client to determine the client's processes/requirements and to match those with system functionality.
The complex scenario is when such work extends beyond a single functional area within a department and involves multiple functional areas within a department, or involves multiple departments.
Work scenarios include software/system upgrades, requests for service (new projects, modifications, etc), and trouble calls – or a combination thereof.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicated the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Client user business analysis, procedures, problems automation and improvements	50%+	ongoing	When client's business goals and needs are.
2	Develops functional, system and program specs, RFP development	5-20%	Varies with projects & clients	When client's business goals and needs are.
3	Designs/develops/maintains databases and data models	5-25%	Varies with projects & clients	When client's business goals and needs are.
4	Evaluates systems/procedures, conducts special studies on new technologies; writes recommendations	10%	Varies with projects & clients	When client's business goals and needs are.
5	Acts as team leader for various projects	10-40%	Varies with projects & clients	When client's business goals and needs are.
6	Acts as contact and resource for user departments; maintains current user business and technical knowldg	5-100%	Varies with projects & clients	When client's business goals and needs are.
7	Works with other areas in IT and vendors to ensure efficient systems	10-30%	Varies with projects & clients	When client's business goals and needs are.
8	Oversees/writes test plans	5-20%	Varies with projects & clients	When client's business goals and needs are.

Decision Making Authority and Responsibility:

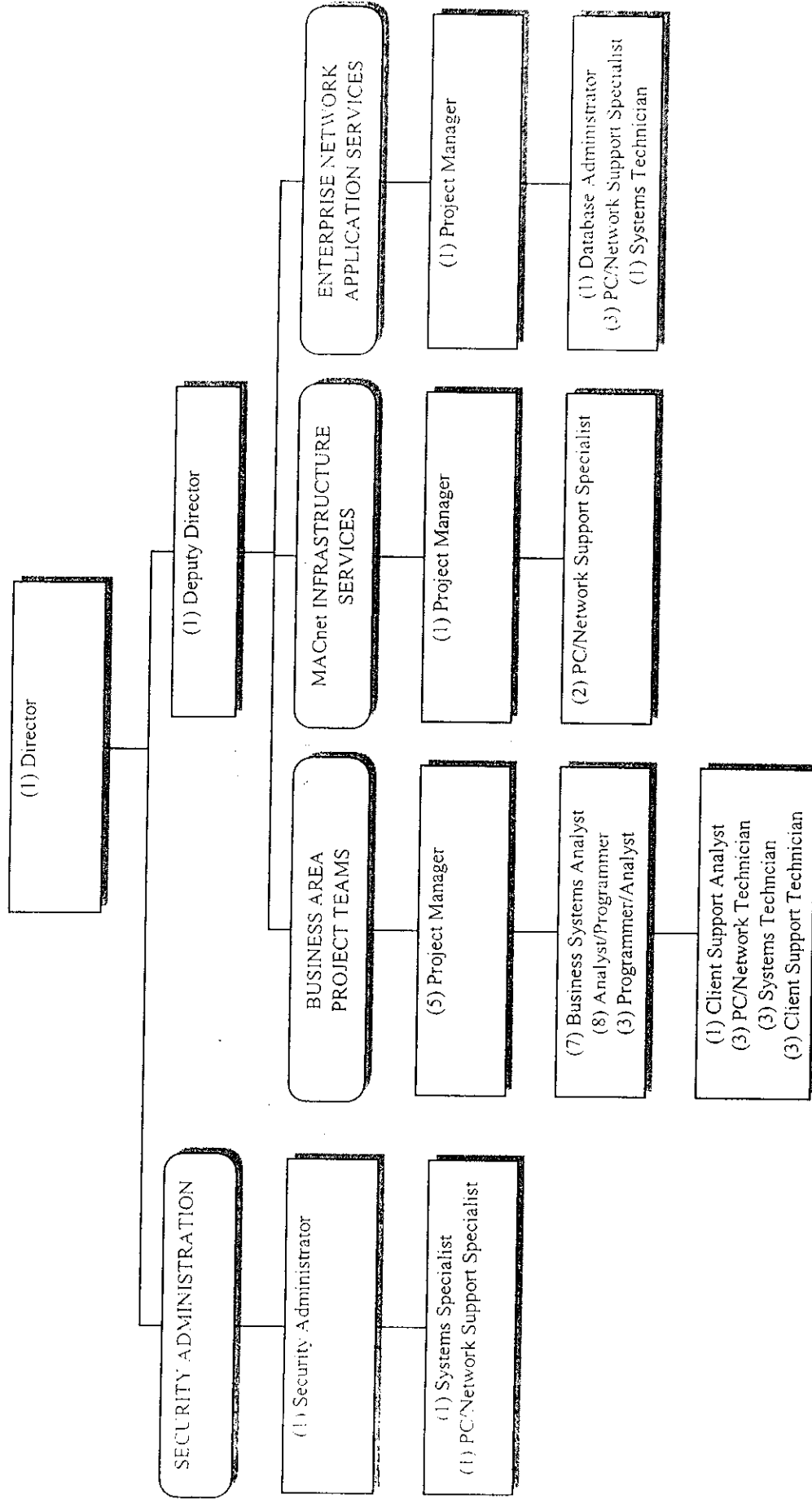
Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Business Systems Analyst is given latitude in decisions relating to daily client support functions relating to issues, operations, purchases, etc. within IT standards and policies. It is expected the BSA is able to discern between those daily decision-making situations and those requiring escalation to his/her Project Manager, ie., outside standards/policies or where ramifications of a decision may impact other client departments and processes.

The BSA is also expected to prioritize his/her work activity, and a team's when applicable, based on client priorities. This includes ensuring continuous client communications, re-/negotiating client priorities and timelines, restructuring project approaches (single large milestone vs. phased deliverables), re-/negotiating internal resources, etc., as well as recognizing the impact on enterprise-wide (multiple departments) priorities vs. individual department priorities.

INFORMATION TECHNOLOGY

DRAFT



SUPPORT STAFF
(1) Administrative Secretary

Human Resources approval

Finance approval

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Jacqueline Bucca SOCIAL SECURITY # xxx-xx-7524

ADDRESS 17638 Lowell Roseville, MI 48066

DEPARTMENT IT

CLASSIFICATION Business System Analyst

TERMINATION DATE December 14, 2007

DATE OF HIRE June 19, 1978

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE (X) NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
(X) YES () NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Jacqueline J. Bucca DATE 11/15/2007

INTERVIEWER'S SIGNATURE Mindy Stiller DATE 6/7/11



INFORMATION TECHNOLOGY

10 N. Main St., 7th Floor
Mount Clemens, Michigan 48043
586-469-0524 FAX 586-469-6547
macombcountymi.gov

RECEIVED
DEC 27 2007
HUMAN RESOURCES

C. N. Zerkowski
Director

December 27, 2007

TO: Eric Herppich, Acting Director
Human Resources

FROM: Cyntia N. Zerkowski, Director
Information Technology

RE: Request for Reconfirmation – Business Systems Analyst

David Zacharzewski has submitted his resignation effective December 28, 2007. David's classification was Business Systems Analyst.

This position routinely provides technology services to the Finance Department, Purchasing and Reimbursement departments on a daily system support basis as well as after hours, on weekends and holidays. These services include maintenance and troubleshooting issues associated with the following mission critical systems:

- Purchasing
- Accounts Payable
- General Ledger
- Workflow
- Reimbursement (all areas)
- IT Manpower

It is recommended the reconfirmation for a Business Systems Analyst be approved as the nature of these systems focuses on Macomb's core financial and administration systems, and is a pivotal daily client contact position.

CC: Karlyn Semlow, Human Resources Coordinator, Labor Relations
William Christie, Human Resources Technician
Jon Rhine, Project Manager

CZ/de

MACOMB COUNTY BOARD OF COMMISSIONERS

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Dana Camphous Peterson District 19

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Sarah Roberts District 23
Dana Camphous Peterson District 24
Dana Camphous Peterson District 25

**Macomb County
Position Analysis Questionnaire**

Classification Title: Business Systems/Analyst (BSA)

Department: Information Technology

Division/Program Assignment: Business Area Project Team – Admin/Ops

Describe how this position is funded: General Fund

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

This is a pivotal position in bridging county department business functions and processes with technology solutions. A BSA has core departments/systems responsibility, and shared responsibility for other departments/systems within the Business Area Project Team.

Core: Treasurer, Equalization, Finance, Purchasing, Central Stores (county-wide Financials system), Reimbursement

Team: Core + Risk Mgmt, HR, Parks/Rec, Library, F&O, Planning/Econ Dev, Corp Counsel

Organization Information: *(Please attached a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department

The mission and role of IT is to proactively service all County departments with respect to their technology solutions to enhance their business processes. IT analyzes, evaluates, and assesses the computer technology marketplace to advance and implement the most cost-effective and strategic solutions.

The Business Systems Analyst position is central to this role.

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Problem Solving Challenges:

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Functions and Responsibilities:

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3	Designs/develops/maintains databases and data models	5-25%	Varies with projects & clients	When client's business goals and needs are.
4	Evaluates systems/procedures, conducts special studies on new technologies; writes recommendations	10%	Varies with projects & clients	When client's business goals and needs are.
5	Acts as team leader for various projects	10-40%	Varies with projects & clients	When client's business goals and needs are.
6	Acts as contact and resource for user departments; maintains current user business and technical knwldg;	5-100%	Varies with projects & clients	When client's business goals and needs are.
7	Works with other areas in IT and vendors to ensure efficient systems	10-30%	Varies with projects & clients	When client's business goals and needs are.
8	Oversees/writes test plans	5-20%	Varies with projects & clients	When client's business goals and needs are.

Decision Making Authority and Responsibility:

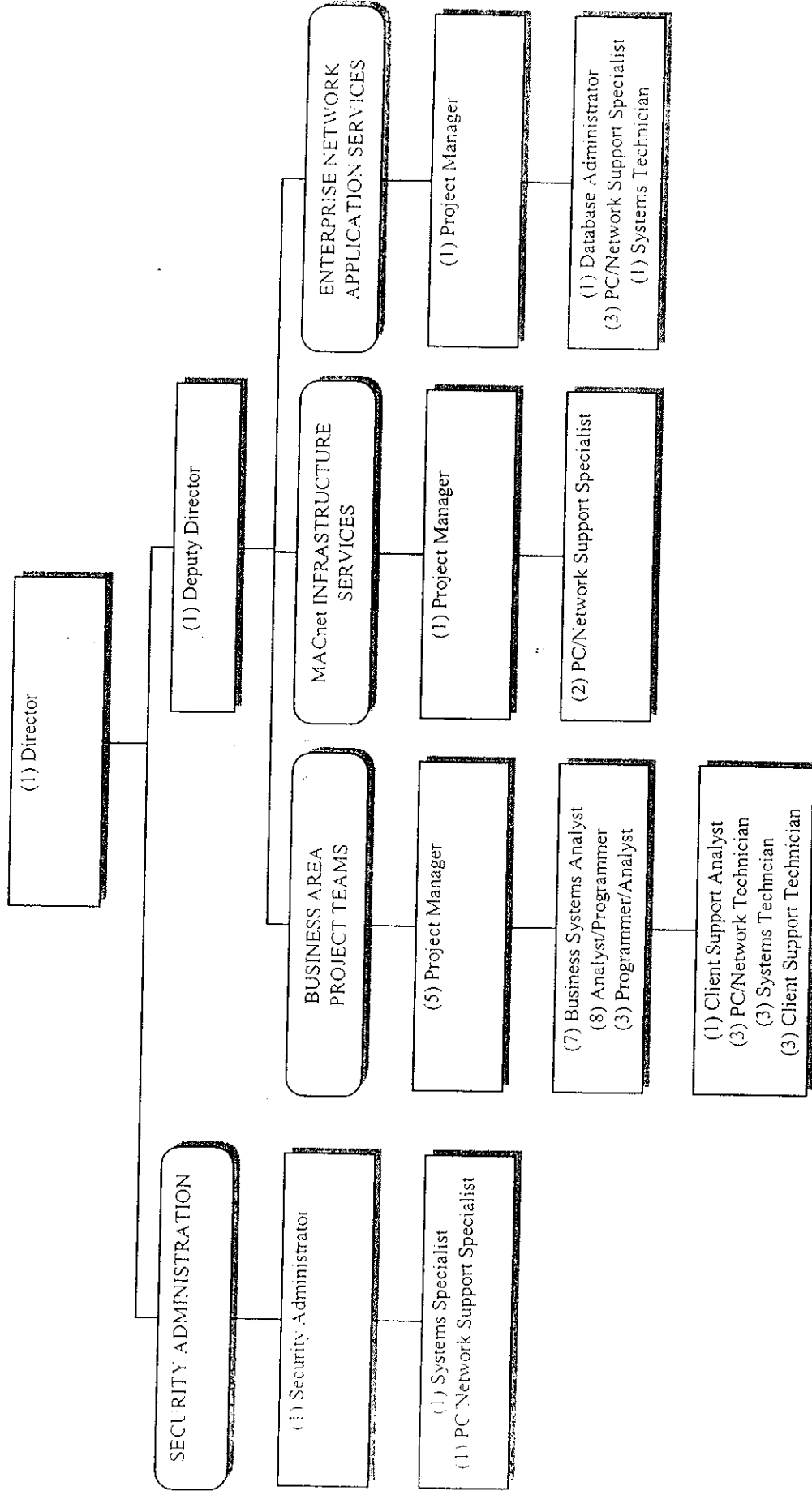
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INFORMATION TECHNOLOGY

DRAFT



SUPPORT STAFF
 (1) Administrative Secretary

Human Resources approval

Finance approval

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

RECEIVED
DEC 17 2007NAME Dave Zacharzewski SOCIAL SECURITY # xx-xx-2701 **HR - RETIREMENT**ADDRESS 19835 Yvonne Drive Macomb, MI 48044DEPARTMENT ITCLASSIFICATION Business System AnalystTERMINATION DATE December 28, 2007DATE OF HIRE October 20, 1980

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
(X) RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

To Defend Retirement before the 70 pt
plan changes. I am 48 yrs old and
27 plus years of service. So 75 pts

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
(X) YES () NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE D. Zacharzewski DATE 12-17-07INTERVIEWER'S SIGNATURE Krista Fedoruk DATE 12-17-07

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend reconfirmation and waiver of the 20 week hiring delay
_____ for the vacant position of Division Director – Health Promotion/Disease
_____ Control at the Health Department pursuant to a Motion by the Ad Hoc
_____ Committee on March 5, 2008

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 03-17-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

March 7, 2008

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, *EAH* Acting Director
Human Resources

RE: Recommend Reconfirmation and Waiver of the 20 Week Hiring Delay
for the vacant position of Division Director – Health
Promotion/Disease Control at the Health Department pursuant to a
Motion by the Ad Hoc Committee on March 5, 2008

At it's March 5, 2008 meeting to review personnel vacancies, the Ad Hoc Committee approved a motion to waive the 20 week hiring delay for the vacant position of Division Director – Health Promotion/Disease Control at the Health Department. This position is vacant due to the retirement of Patrick McLogan, effective February 22, 2008.

Pursuant to the motion from the Ad Hoc Committee on March 5, 2008, it is recommended that the Personnel Committee approve the reconfirmation of the vacant position of Division Director – Health Promotion/Disease Control, and also waive the 20 week hiring delay for filling of this vacant position.

EAH/mb

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Ed Bruley - District 17
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Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26



HEALTH DEPARTMENT

Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth

RECEIVED
FEB 21 2008

HUM

Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

February 13, 2008

TO: ERIC HERPPICH, ACTING
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER

SUBJECT: JUSTIFICATION FOR FILLING
DIVISION DIRECTOR
HEALTH PROMOTION/DISEASE CONTROL

The Macomb County Health Department requests reconfirmation of the above captioned position. This vacancy is created by the retirement of Mr. Patrick McLogan on February 22, 2008.

The employee in this classification, under the general direction of the Director/Health Officer, Medical Director and Deputy Health Officer is responsible for the policies, procedures, and delivery of services for a variety of Health Promotion/Disease Control programs; plans, implements and evaluates division operations, programs, procedures and policies.

I respectfully request that you waive the waiting period for this high-level administrative position. The Division Director, in addition to the other duties, administers programs that bring grant funding to the county. I do not want to jeopardize those funding sources.

If there are questions, please contact my office at 9-5512.

mg

cc: M. Green

MACOMB COUNTY BOARD OF COMMISSIONERS

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MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Patrick McLogan SOCIAL SECURITY # xx-xx-7090

ADDRESS 35302 Bristlecone Dr. Clinton Twp, MI 48035

DEPARTMENT Health

CLASSIFICATION Division Director Hth. Prom./Dis. Cntrl.

TERMINATION DATE February 11, 2008

DATE OF HIRE January 23, 1989

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT

() DISCHARGE (X) NORMAL

() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Patrick McLogan DATE 1/11/08

INTERVIEWER'S SIGNATURE Marilyn Anderson DATE 1/11/08

**Macomb County
Position Analysis Questionnaire**

Classification Title: Division Director: Health Promotion/Disease Control

Department: Health

Division/Program Assignment: Division Director

Describe how this position is funded: County Appropriation

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The Division Director of Health Promotion Disease Control is a full functioning, high level administrator in the Health Department. The individual in this position is responsible for planning, implementing, and evaluating a variety of programs in the department. The Director of Health Promotion/Disease Control is responsible for several grant programs that provide a source of revenue to Macomb County. The individual in this position is a member of the Health Department Executive Team.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Macomb County Health Department is responsible for providing a wide array of public health prevention services to the community and for enforcing Federal, State and local laws and regulations. The Health Department represents the County on several coalitions and boards.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Steven C. Gold Deputy Health Officer	1
Same Classification Within Department or Program	3	2
Other Classifications Reporting to this Immediate Supervisor	Division Directors Manager, Financial Services Manager, Planning & Quality Assurance Health Planner Senior Secretary	3 1 1 1 1
Classifications Directly Supervised by this Classification (if applicable)	Public Health Services Coordinators Secretary	2 1

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The Director of Health Promotion/Disease Control is responsible for administering activities in several programs with many classifications. See organizational chart and activity report attached.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

This individual solves high level problems related to budget, personnel and program issues. As an example, budget reductions and associated program and staff reductions. Levels of service delivery, statutory compliance, and grant program output compliance are routine responsibilities.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Administer, plan, implement and evaluate Division budget, programs and policies	35		STD, HIV, Communicable Disease, Vision & Hearing
2	Directs the development of long and short term program goals	25		"
3	Responds to questions regarding health of community	5		"
4	Represents County on boards and coalitions	5		"
5	Assures that programs fulfill statutory requirements	10		"
6	Prepares grant application reports and other documents	5		"
7	Oversees staff orientation and development	10		"
8	Directs disease control activities in bioterrorism or emergency event.	5		Communicable disease tracking and reporting

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Division Director has authority and responsibility for all budget, personnel and program activities within the Health Promotion/Disease Control Division.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Statutory responsibilities	Failure to meet output objectives
Budget reduction	Loss of Federal and State funds
Program outputs	Reduction of services
Planning and evaluation	Loss of Accreditation
Personnel activities	Vacancy reconfirmation, service delivery, problem solving
Community activity	Loss of key community contacts, i.e. hospitals, etc.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Internal	Administer, plan, evaluate, problem solve with staff and community	Daily
External	Representation on coalitions, committees, work groups	Weekly
Emergencies	Member of Health Department and County Response Team – Bioterrorism and emergencies	Event driven

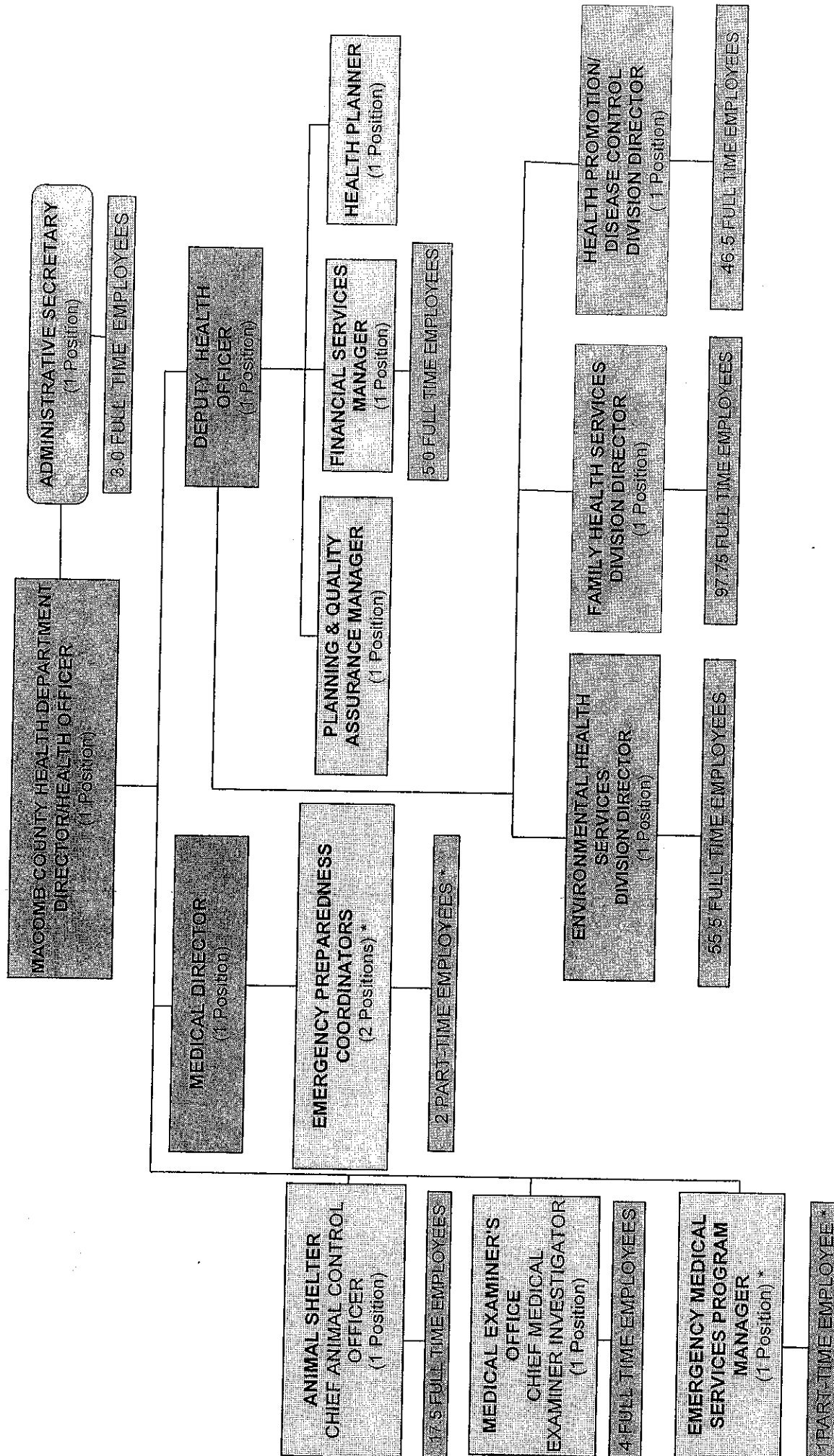
Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The Division Director of Health Promotion/Disease Control is an essential administrative position within the Health Department. Duties and responsibilities are required and necessary and cannot be reassigned.

Service Comparisons Health Promotion/Communicable Disease Division

Program	Services-04	Services-05	Services-06
STD*	5,471	6,746	5,783
AIDS Testing*	2,837	3,441	3,266
Communicable Disease*	24,508	25,739	25,225
Tuberculosis Control*	1,259	1,121	1,580
School Immunization Program	54,328	53,906	53,620
Community Health Outreach	718	854	960
Breast & Cervical Cancer Program	659	560	773
Health Education*	14,469	13,276	14,495
Nutrition*	4,358	5,498	5,765
Hearing & Vision*	146,219	128,254	109,272
Cardiovascular Risk Reduction	7,637	7,415	7,958
Total	262,463	246,810	228,697



MACOMB COUNTY HEALTH DEPARTMENT
DIRECTOR / HEALTH OFFICER
(1)

DEPUTY HEALTH OFFICER
(1)

HEALTH PROMOTION/DISEASE CONTROL
DIVISION DIRECTOR
(1)

SECRETARY
(1)

PUBLIC HEALTH SERVICES
COORDINATOR
HEALTH PROMOTION/
RISK REDUCTION
(1)

PUBLIC HEALTH SERVICES
COORDINATOR
DISEASE CONTROL
(1)

HPDC # 1

03/03/08

HEALTH PROMOTIONS/DISEASE CONTROL
DIVISION DIRECTOR
(1)

PUBLIC HEALTH SERVICES
COORDINATOR
DISEASE CONTROL
(1)

SEXUALLY TRANSMITTED DISEASES
(STD)
PUBLIC HEALTH NURSE III
(1)
PUBLIC HEALTH NURSE II
(1)
PUBLIC HEALTH NURSE I
(1)
VENEREAL DISEASE INVESTIGATOR II
(1)
ASSESSOR / CONTRACTUAL
(1)*

COMMUNICABLE DISEASE
PROGRAM MANAGER
(1)
PUBLIC HEALTH NURSE III
(1)
PUBLIC HEALTH NURSE II
(2)
COMMUNICABLE DISEASE SURVEILLANCE
SPECIALIST
(1)*
COMMUNICABLE DISEASE SPECIALIST
(1)

HIV / AIDS
PUBLIC HEALTH NURSE III
(1)
VENEREAL DISEASE INVESTIGATOR II
(1)
HIV COUNSELORS
(7) P/T - 0.25

TUBERCULOSIS
PUBLIC HEALTH NURSE III
(1)
PUBLIC HEALTH NURSE II
(1)
COMMUNICABLE DISEASE SPECIALIST
(1)
TB CLINICIAN
(2) P/T - 0.25

SCHOOL IMMUNIZATION PROGRAM
PUBLIC HEALTH NURSE III
(1)
PROGRAM ASSESSORS
(2)
(2) P/T - 0.5

*CONTRACTOR

HEALTH PROMOTION/DISEASE
CONTROL
DIVISION DIRECTOR
(1)

PUBLIC HEALTH SERVICES COORDINATOR
HEALTH PROMOTION RISK REDUCTION
(1)

BREAST & CERVICAL CANCER
SCREENING PROGRAM
PUBLIC HEALTH NURSE III
(1) P/T - 0.5
PUBLIC HEALTH NURSE II
(1) P/T - 0.5
ACCOUNT CLERK II
(1)

NUTRITION SERVICES
PUBLIC HEALTH NUTRITIONIST II
(1)
PUBLIC HEALTH NUTRITIONIST I
(1)

HEALTH EDUCATION
HEALTH EDUCATOR II
(1)
HEALTH EDUCATOR I
(3)
COMMUNITY HEALTH TECHNICIAN
(1)

COMMUNITY HEALTH OUTREACH
PROGRAM COORDINATOR
(1)* P/T - 0.5
CLERK
(1) * P/T - 0.5
HEALTH ADVOCATES
(2) * P/T - 0.5

CARDIOVASCULAR DISEASE
RISK REDUCTION PROGRAM
PUBLIC HEALTH NURSE III
(1)
PUBLIC HEALTH NURSE I
(1)
HEALTH EDUCATOR I
(1)
COMMUNITY HEALTH TECHNICIAN
(1)

HEARING & VISION
PROGRAM MANAGER
(1)
SENIOR HEARING & VISION
TECHNICIAN
(1)
HEARING & VISION TECHNICIANS
(9) P/T - 0.5
HEARING TECHNICIANS
(2) P/T - 0.5
VISION TECHNICIANS
(8) P/T - 0.5
TYPIST CLERK III
(1)
TYPIST CLERK I/II
(1)

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend to not reconfirm one (1) vacant Typist Clerk III position
_____ in the Equalization Department pursuant to a Motion by the Ad Hoc
_____ Committee on March 5, 2008

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 03-17-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

March 7, 2008

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend to not Reconfirm one (1) Vacant Typist Clerk III position
in the Equalization Department pursuant to a Motion by the Ad Hoc
Committee on March 5, 2008

At it's March 5, 2008 meeting to review personnel vacancies, the Ad Hoc Committee approved a motion to hold this Typist Clerk III position vacant until the Director has a demonstrated need for the position. This position is vacant due to the retirement of Kay Moon, effective January 3, 2008.

It is recommended that the Personnel Committee not reconfirm the above referenced position.

EAH/mb

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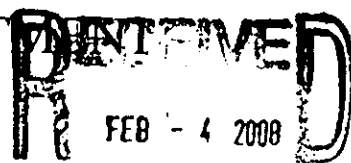
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EQUALIZATION DEPARTMENT

10 N. Main St., 3rd Floor
Mount Clemens, Michigan 48043
586-469-5260 Fax 586-469-5423
macombcountymi.gov/equalization



HUMAN RESOURCES

Steven M. Mellen
Director


February 4, 2008

Terry Mocerri
Manager/Auditor
Personal Property Division

David L. Feller
Manager
Comm/Ind Division

Sandy Birkenshaw
Manager
Res/Ag/Dev Division

To: Eric A. Herppich, Acting Director
Human Resources

From: Steven M. Mellen, Director 
Equalization

Subject: Reconfirmation Request

I have reviewed the Board of Commissioners request for further information regarding the Typist Clerk III position in Equalization. During normal times, the vacant position handles 33% of the data entry for new market transactions recorded with the Register of Deeds office. This position normally would enter between 6,000 and 8,000 transactions annually. Due to the decline in sales recorded through the Registrar's office, this position could be put on hold until the sales market increases.

Complete elimination of this position would be placing an insurmountable amount of data entry on the remaining clerical staff in normal times. Not to mention the Equalization department staffing levels (currently reduced by 19% over the last 3 years) would be reduced by 25% over all.

If you have any questions, please contact me.

SMM/jq

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the reclassification of certain positions in the Human
Resources Department

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 03-17-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

March 7, 2008

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend Reclassification of certain positions in the Human
Resources Department

I have reviewed certain responsibilities in the Human Resources Department and identified two areas for change that will result in an overall budgetary savings.

There currently is a vacant Account Clerk I/II position where, based on workload, we are able to reduce the hours from 37.5 to 20 hours per week. These hours will be distributed throughout the office on an as needed basis. In addition, there are management responsibilities that I am requesting to be addressed by the reclassification of one (1) Human Resources Technician to one (1) Human Resources Coordinator. The Human Resources Coordinator position will be responsible for workflow management aimed at increasing operational effectiveness, oversight of technical operations and training activities, and assist in representing the Human Resources Department in meetings and conferences. The budgetary impact of these changes are outlined below:

(1)	Account Clerk I/II (full-time)	(53,766)
(1)	Account Clerk I/II (part-time)	17,765
(1)	Human Resources Technician to Human Resources Coordinator	<u>8,981*</u>

Total 2008 Savings \$27,020

*Incremental implementation over three (3) year period

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Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee and Committee Members
March 7, 2008
Page 2

I recommend the Personnel Committee approve the reduction of one (1) full-time Account Clerk I/II to one (1) part-time Account Clerk I/II and the reclassification of one (1) Human Resources Technician to one (1) Human Resources Coordinator, which results in a 2008 budgetary savings of \$27,020.

EAH/mb

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the title change only of one (1) vacant Specialist II

(Occupational Therapist) position to one (1) Case Manager II position
_____ in the Community Mental Health Department

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel _____ 03-17-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations: March 7, 2008
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend the Title Change only of one (1) vacant Specialist II
(Occupational Therapist) position to one (1) Case Manager II
position in the Community Mental Health Department

The Community Mental Health Department has requested consideration for a title change only for one (1) vacant Specialist II (Occupational Therapist) position in Vocational and Day Program Services to one (1) Case Manager II position. The Community Mental Health Department is addressing the shift in program needs from Occupational Therapy to community based services.

Since both positions are in the same Pay Grade, there would be no additional funding required for this title change.

Upon a review of this request, I am recommending the Personnel Committee approve the title change only of this position. I have discussed this request with the Assistant Finance Director, who concurs with this recommendation.

EAH/mb
Attachment

cc: Robert Slaine, Deputy Director

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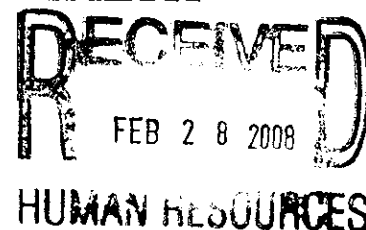
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COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674



Donald I. Habkirk, Jr.
Executive Director

February 27, 2008

BOARD OF DIRECTORS

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Patricia Bill
Marilyn Brown
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
James M. Perna
Betty Slinde

TO: Eric Herppich, Acting Director
Macomb County Human Resources Department

FROM: Robert R. Slaine, Deputy Director
Community Mental Health

RE: Reclassification Request

Community Mental Health is requesting that the Personnel Committee of the Board of Commissioners approve the following reclassification request:

1 FTE Specialist II (Occupation Therapist) to
1 FTE Case Manager II (646.57)



A CARF Accredited
Organization



MEMBER

Due to a reduced demand for Occupational Therapist services, the position will be reclassified to a Case Manager II. A steady increase in request for case management services at the Vocational and Day Program Services (646.57) will be met with a new Case Manager II position.

The Occupational Therapist position is currently vacant due to a recent retirement. As both positions are at Pay Grade 24 (\$38,773 to \$48,467), there is no need for any additional funding for this reclassification.

The request for the position reclassification has been approved by the Macomb County Community Mental Health Services Board on January 23, 2008. All relevant backup information is attached.

Please contact me should you require any additional information.

Thank you for your consideration of this request.

RRS/lp

cc: D. Habkirk, Jr.
J. Kinch
S. Smith

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the reclassification of one (1) Vacant Counseling Therapist
_____ position to one (1) Probation Officer position in the Circuit Court -
_____ Juvenile Division

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 03-17-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services: March 7, 2008
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, *[Signature]* Acting Director
Human Resources

RE: Recommend the Reclassification of one (1) vacant Counseling
Therapist position to one (1) Probation Officer position in the
Circuit Court – Juvenile Division

The Circuit Court - Juvenile Division Administrator has requested consideration to reclassify one (1) vacant Counseling Therapist position to one (1) Probation Officer position. This reclassification is warranted to meet the need for probation services in the Circuit Court - Juvenile Division.

Upon reviewing this request, I recommend the Personnel Committee approve the reclassification of one (1) Counseling Therapist position with a 2007 salary range of \$54,626.28 to \$68,282.85 to one (1) Probation Officer position with a 2007 salary range of \$38,614.40 to \$57,328.70.

This reclassification will have a budgetary savings of \$10,954.15.

EAH/mb

cc: Gerald Alsip, Juvenile Division Administrator

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RECEIVED
MAR - 4 2008
HUMAN RESOURCES

The Circuit Court
For
The Sixteenth Judicial Circuit of Michigan
JUVENILE DIVISION

RECEIVED
MAR - 4 2008
HUMAN RESOURCES

Circuit Judges

RICHARD L. CARETTI, Chief Judge
ANTONIO P. VIVIANO, Chief Judge, Pro Tempore
DONALD G. MILLER, Presiding, Civil/Criminal
JOHN C. FOSTER, Presiding, Family
PETER J. MACERONI
MARY A. CHRZANOWSKI
JAMES M. BIERNAT, SR.
MARK S. SWITALSKI
EDWARD A. SERVITTO, JR.
MATTHEW S. SWITALSKI
DIANE M. DRUZINSKI
TRACEY A. YOKICH
DAVID F. VIVIANO



GERALD K. ALSIP
Juvenile Division Administrator

DANE P. DERUSH
Chief Referee

NICOLE N. DE JONG
Program Director

DATE: March 3, 2008

TO: Eric Herppich
Human Resources Department

FROM: Gerald Alsip *Alsip*
Juvenile Division Administrator

SUBJECT: Counseling Therapist Position

During the 2008 budget process, the Circuit Court-Juvenile Division proposed to reduce our Counseling Therapist position to a Probation Officer position. This action would accomplish two goals; reducing our overall budget and providing us with an additional and very much needed probation officer.

I am requesting your assistance and direction in filling this position as soon as possible.

Please let me know if you have any questions or if you require additional information.

cc: John Foster, Assistant Director, Finance Department